NEW MEXICO JUDICIAL BRANCH

LAW LIBRARIAN SENIOR

(Classified or At-Will)

TARGET SALARY: $76,005-$152,011 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9305JB (Classified) 9306JB (At-Will)
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

GENERAL STATEMENT OF DUTIES

Acting under general direction maintains Supreme Court Law Library collections, provides advanced research and reference service, and oversees library operations.

EXAMPLES OF JOB DUTIES

- **The Law Librarian Senior** is responsible for compiling, analyzing, and reporting statistics to fulfill legislative requirements and to aid in making administrative decisions on library activities and procedures.
- Provides research and reference services to assist patrons with legal and government documents.
- Assesses library supply and equipment needs, and specific computer software.
- Evaluates products and compatibility, and recommend the procurement of supplies and equipment.
- Composes or edits miscellaneous legal documents.
- Prepares reports used for budgets and assists in budget preparation.
- Researches, develops, coordinates, tracks, and assists with legislative initiatives.
- Tracks bills and performs bill analysis.
- Mentors and trains staff in library procedures.
- Communicates changes in library policies, processes, rules, and systems.
- Participates in interview panels for vacant positions and provides appropriate recruitment support.
- Serves on judicial committees and commissions as assigned by the State Law Librarian.
- Develops and administers the legal information collection.

- Corresponds and negotiates with publishers regarding transactions or disputes.
- Cancels subscriptions per library retention schedules, budgetary, and space constraints, and user needs.
- Develops and maintains acquisitions database.
- Supervises and performs the disposal and deaccessioning of books and other materials.
- Supervises and performs the cataloging and classification of various publications and the processing of all materials in the library in accordance with library procedures, SuDoc classification regulations, Library of Congress guidelines, MARC, RDA, and AACR2 standards and guidelines.
- Follows policies outlined by Chapter 19 Title 44 of the U.S. Code, the Federal Depository Library Manual, and Law Library policies.
- Reviews policies, rules, and regulations promulgated by GPO to ensure compliance with Federal Depository Library Programs Standards to maintain the library's status as a Federal Government Depository.
- Confirms all transactions with publishers are valid and invoices are coded and processed.
- May be assigned supervisory duties by the State Law Librarian.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of Integrated Library Systems, New Mexico law, constitution and statutes, federal law; court rules, policies and procedures, structure and operations; reference interview procedures and techniques; print and digital and interdisciplinary research; digital publishing; proper English usage, grammar and punctuation; computer applications, electronic information resources and trends; library ethical and confidentiality standards; library automation systems; government documents, including processing, online cataloging, and instructional experience; library acquisitions and the acquisitions process; Library of Congress guidelines, MARC standards, Anglo-American Cataloging Rules 2nd (AACR2),, and RDA guidelines, standards, and schedules on bibliographic organization, database structure and use; Federal Depository guidelines and practices and emerging trends in government information publication and dissemination; legal terminology; basic financial, cash handling procedures, and accounting standards; statistical analysis; court case management system; and supervisory techniques.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Library Science from an American Library Association accredited college or university.

Education Substitution: None.

Experience: Six (6) years of experience as a librarian, cataloging legal publications, overseeing government documents, conducting legal research, or providing library reference and technical services.

Experience Substitution: None.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 12/07/07, Audit: 08/11/12, Rev: 12/16/19, Benefits updated: 02/26/2021; Rev: 05/25/21 Added At-will; Audit: 12/31/22, Rev Pay Ranges: 07/08/23, 07/06/24, 07/05/25, 7/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.